

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 15-14

OPEN TO: Open for Current Third Country Nationals of the Mission only

POSITION: Dispatcher; Grade: FSN-05

OPENING DATE: July 2, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: \$16,904 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 Year (May be extended annually for additional one-year period for the duration of the Mission Iraq Third Country National Employment Program)

U.S. Embassy in Baghdad is seeking an individual for the position of a Dispatcher in the General Service Office.

BASIC FUNCTION OF POSITION

Reporting to Motor Pool Supervisor, incumbent serves as shift dispatcher. Employee dispatches motor pool drivers based on transportation requests and determines priorities in the use of official vehicles. Employee also monitors vehicle maintenance requirements and scheduling.

The Universal Application Form, TCN program benefits and FAQs can be found at:

<http://iraq.usembassy.gov/thirdcountryjobsopportunities.html>

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with comprehensive and specific information supporting each item.

1. Completion of secondary school is required.
2. Two (2) years experience with motor vehicle operations, to include driving, scheduling, dispatching and familiarity with vehicle maintenance is required.
3. English Level III (good working knowledge) speaking, reading and writing is required. Arabic Level IV (fluent) speaking, reading and writing is required.
(Language proficiency will be tested).
4. General knowledge of the Embassy rules and regulations as they apply to Motor Pool operations is required.
5. Must be able to lead a team. Must be able to work with Motor Pool customers effectively and politely. Must be able to handle emergency situations.
6. Must possess valid driver's license from Iraq or applicant's home country. Must be able to learn the International Zone streets and location of all common destinations-GOI offices, US military bases, recreational centers etc.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS VACANCY ANNOUNCEMENT: July 16, 2015

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: GSO/BB

Cleared : HRO/ SS

Drafted : HRA/OK

Appendix A

DEFINITION

A Third-Country National (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References